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MEMORANDUM FOR: Director of Foreign Missile and Space
Analysis Center
Deputy Director of Current Intelligence
Deputy Director of Basic and Geographic Intelligence
Deputy Director of Economic Research
Deputy Director of Scientific Intelligence
Deputy Director of Strategic Research

SUBJECT : Validation of Human Resource Requirements
and Evaluations

1. On 18 October you agreed to the attached procedures and criteria for validation of human resource requirements and evaluations. These are to be used by all components for a trial period running from 1 November 1967 to 31 January 1968. It was agreed that Step 2 of the procedures may not be necessary in all instances and should be considered as an optional service available to the production analyst.

2. Copies of the validation procedures and criteria are forwarded herewith for distribution to your Office division chiefs. Questions which you or your people may have concerning the specifics of implementation on 1 November may be referred to Herb Jenne [redacted] 25X1

25X1 [redacted]

EDWARD W. PROCTOR
Chairman
Information Requirements Advisory Group

Attachment: a/s

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18 October 1967

PROCEDURES FOR VALIDATION OF DD/S&T AND DDI

HUMAN SOURCE REQUIREMENTS

These procedures apply to the processing of human source requirements from the point at which the requirement is prepared by the analyst to the point at which it is served on the collector. The term "requirements" includes every request for collection action, whether it appears as Form 986 or otherwise, whether it is spontaneous or responsive to a collector's request, and whether it is an ad-hoc requirement, a guide, an evaluation, a contribution to a CIRL, IPC List, CERP, etc. The necessity for direct analyst-to-collector oral requests is recognized when time is short; however, these requests should be confirmed as soon as possible by a written request, to which these procedures will apply.

1. Analyst prepares initial draft of the requirement.

2. Analyst may check with IRS/HR/OPS to determine whether there is a duplicating requirement outstanding or under preparation in another component, to discuss possible coordination or necessity for preliminary contact with collector, and to insure that the requirement includes all information needed by the collector and by IRS.

3. Where appropriate, analyst discusses directly with collector factors bearing on feasibility of collection; IRS will assist in arranging contacts as required.

4. Analyst prepares the requirement in memorandum form addressed to Chief, HR/Operations Branch through the analyst's Branch Chief and Division Chief. The analyst may prepare a requirement on Form 986, and in the case of evaluations on the standard Evaluation Form, and forward with a covering memorandum addressed as above.

5. Division Chief reviews the requirement or evaluation in detail against the various criteria for judging its validity. If he approves, he validates by signing off on the "through" line of the memorandum.

6. Division forwards the memorandum (and attachments) to Ch/HR/OPS, Room 1G38.

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7. IRS performs further inter-office or inter-directorate coordination of requirement or evaluation as necessary, prepares in final form, makes necessary entries in Registry, and forwards to appropriate collector or collectors.

8. All human source collectors will process their requests for substantive requirements and evaluations through IRS, which will assist in ensuring that all appropriate production components have an opportunity to participate in the requested action.

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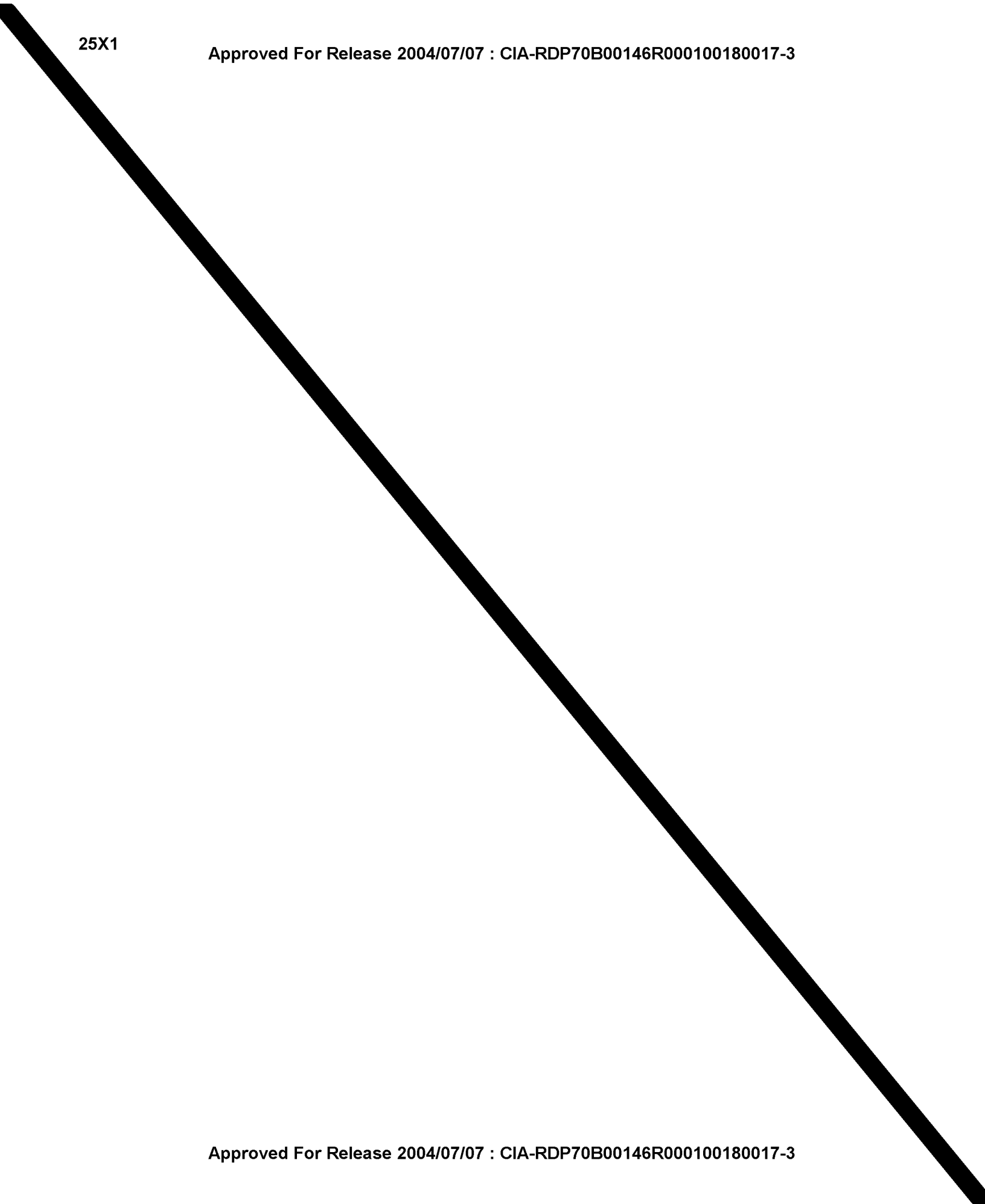

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